

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 28, 2008

M E M O R A N D U M**What's Inside:**Changes to  
Child's Social  
Summary

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CHILD WELFARE MANUAL REVISION TO CHILD'S SUMMARY  
FOR ADOPTIVE PLACEMENT.

## DISCUSSION:

The purpose of this memo is to inform staff that there has been a manual revision to Section 4.27.3 of the Child Welfare Manual in response to a Request for Policy Clarification that has been submitted to Central Office.

The intent of the manual change is to provide clarification for staff completing the Child's Social Summary, reminding them not to include identifying information about the biological parents and to allow signature lines for the adoptive parents to sign indicating they have been able to review the child's social summary prior to adoption; in compliance with Peer Record Review Protocol, Section VI, Item #6.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

Emily Montgomery  
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**PROGRAM MANAGER:**

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**CHILD WELFARE MANUAL REVISIONS:**

Section 4 Chapter 27.3 [Child's Summary for Adoption Placement](#)

<b>FORMS AND INSTRUCTIONS:</b> N/A
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A
<b>RELATED STATUTE:</b> N/A
<b>ADMINISTRATIVE RULE:</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS:</b> N/A
<b>PROGRAM IMPROVEMENT PLAN (PIP):</b> N/A
<b>SACWIS REQUIREMENTS:</b> N/A